

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request the usage of the Xerox machines for [specific purpose, e.g., printing, copying]. The details are as follows:

1. **Date(s) of Usage:** [Specify dates]
2. **Time(s):** [Specify time]
3. **Number of Copies:** [Specify quantity]
4. **Document Type:** [Briefly describe document type]

I appreciate your assistance and look forward to your confirmation.

Thank you.

Best regards,

[Your Name]
[Your Position]
[Your Department]